



## Recreation Manager

**Department:** Parks & Recreation

**Class Code:** 6215

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/01/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision performs work of considerable difficulty coordinating the development and implementation of programs in one of the following areas: Athletics, Community Recreation, Outdoor Recreation or Special Population Recreation; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

(illustrative only)

Trains, supervises and evaluates subordinate staff; Approves the selection of staff and ensures compliance with all certification requirements. Develops, implements, publicizes and evaluates recreation and special events programs for the County; Meets with community groups and other organizations to discuss County recreation programs and encourages financial support for recreation programs; Assists in the development of the section budget; Coordinates special projects and prepares reports; Assists co-sponsored groups with facilitating programs; Coordinates the scheduling of facilities in the County for athletic events, to include maintaining a monthly calendar listing all athletic events and their locations; Ensures proper procedures are followed when closing facilities in the evening; Maintains frequent contact with Athletic Associations to ensure proper scheduling and understanding of policies and procedures; Certifies all youth coaches for sports within the County, to include providing clinics for interested persons; Reviews and approves league fees; Oversees the programming and management of the nature center; Supervises the development of environmental education/nature programs; Develops historical programs within the county parks system; Provides maps and pamphlets of outdoor recreation activities provided by the County; Ensures adequate safety of participants in recreation programs; Develops and maintains individual files on special population participants; Creates a yearly strategic plan for delivering services; Coordinates with consumer groups and other County departments to ensure adequate availability of programs; Serves as a resource to special population persons in the County; Coordinates volunteer programs for the Department; Performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of athletic recreation programs; of youth and adult recreation programs; of outdoor recreation and nature programming; of recreation programming for special population persons; of developing and evaluating recreation programs; of supervisory principles and practices; of budget preparation and administration; Considerable skill in coordinating the planning and implementation of recreation programs; in presenting information about outdoor recreation programs and fundraising to support programming; in budget preparation and administration; in supervising the work of others.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a bachelor's degree in recreation or related field and three (3) years experience in a recreation environment, including one (1) year of supervisory experience; or an equivalent combination of training and experience; (CTRS certification preferred for Special Population Manager).

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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